Installation Transition Services Branch

Retirement Transition Overview

Purpose

Separation from the Army is the final phase of the military personnel life cycle, and transition processing is the lifeline of this transitioning phase. The Army wants to ensure Soldiers and their families who are transitioning from active service receive expeditious and excellent service.

Transition Process

Transition processing is defined as a set of professional services provided to Soldiers to facilitate their transition from the active Army to civilian life or another stage of Army affiliation.

PRE-RETIREMENT

- Upon reaching 18 years active federal service attend a Pre-Retirement Services Orientation.

- Soldiers need to complete the following actions once you make your decision to retire:
  - *Check your personnel records to ensure it is correct and current.*

Pre-Retirement

- Complete a Request for Retirement and send it through the first O-6 in your Chain of Command.
  - *Officers submit a Memorandum.*
  - *Enlisted submit a DA Form 4187. See Sample.*
- If you plan to take Transition Leave or Permissive TDY you must complete a DA Form 31 (Request and Authority for Leave). All requests for more than 10 days of PTDY must be approved by O-5 or above in your Chain of Command

Pre-Retirement, Cont.

- Your Request for Retirement is submitted to the Transition Branch within 180-364 days prior to the desired date of retirement.

- Upon acceptance of your request, the Transition Branch will guide you through the rest of your retirement process.

Approval Process

- Requests for Retirement are submitted to the Transition Branch for endorsement:

  Monday, Wednesday and Friday from 0800-1100

- HRC is final approval for all requests for retirement for SSG(P) and above. It can take 4-8 weeks to receive approval from HRC. You can contact the Transition Branch after 8 weeks to check the status of your packet.

Deployed Soldiers

- Soldiers requesting retirement while deployed will process their request through their Rear Detachment.
- The Rear Detachment will bring the request to the ADRS and is responsible for providing all required documentation to include the MPF.
- No request is processed through e-mail or without the necessary documentation.

Points to Ponder

- Survivor Benefit Plan: Free while on active duty. Cost is shared upon your retirement.
- SGLI to VGLI conversion
- Veterans Administration Benefits
- Retirement Physical
- Tricare/Dental automatically converted to standard once you retire unless you elect Prime
- ID Card

Linked Assistance Forms

PCS Out-processing Assistance Checklist- Excel Format
PCS Out-processing Assistance Checklist- PDF Format

Retirement Out-processing Assistance Checklist- Excel Format
Retirement Out-processing Assistance Checklist- PDF Format

ETS/Chapter Out-process Assistance Checklist-Excel Format
ETS/Chapter Out-process Assistance Checklist-PDF Format

Out-processing Agency Listing

Soldier Support Center Floor Locator

Finance and Separation Information

TRANSITION SERVICES BRANCH

Location

The Soldier Support Center
2nd Floor, Wing B
Building 4-2843 Normandy
Fort Bragg, NC 28310

Office Hours

0800 - 1700 Monday - Friday
Closed All Federal Holidays

Contact Information Numbers

Customer Service – (910) 396-7472
Transition Finance – (910) 396-1977
Retirement Counselors – (910) 396-3723/3381
DSN: 236-XXXX
FAX – (910) 396-9694